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**Appendix E:**

*Letters:  
Landowner  
and  
Police*

*Vehicle  
Identification  
Card*

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## **Appendix E:**

# **Letters: Landowners, Police Vehicle Identification Note**

These sample outreach materials can help volunteer groups get the word out about survey events to landowners, police, and other relevant authorities.

This appendix also provides a sample note for placing on volunteers' vehicles in order to inform the public about the event.

These materials can help reduce the chances of landowners and others getting upset about volunteers trekking around the watershed by providing educational information about the event.

This outreach may also sometimes generate additional volunteers for the project.



## **SAMPLE LANDOWNER NOTIFICATION LETTER**

**Useful for either a Stream Corridor Survey or Stream Watershed Survey:**

- **SCS** = language to use for a Stream Corridor Survey;
- **WS** = language to use for a stream Watershed Survey.

*(Modify this letter to fit your own situation.)*

Date

Dear Landowner:

The Wilson Stream Association is working with the county's Soil and Water Conservation District to address water quality issues in the Wilson Stream watershed. Soil and polluted stormwater runoff entering the stream, and lack of vegetation along the stream, are having a negative impact on water quality and stream habitats.

The association, district, and volunteers will be conducting a [[(for SCS) Stream Corridor Survey / (for WS) Watershed Survey]] of Wilson Stream. The anticipated dates of this survey are September 14-15, barring significant rain. The rain-dates are September 21-22.

The purpose of the survey is to document threats to water quality [[(for SCS) and potentially high-quality or degraded stream habitats]]. This information will be used to prioritize protection efforts, work with landowners to develop solutions, and ultimately protect and improve water quality and aquatic habitat. We will conduct this field work over the next couple of months and then work with our partners to evaluate the information and prioritize sites. A report should be completed by next spring.

**[for SCS]**

This letter is a notification that, as an abutter, you may see people walking in and around the stream. If you do not want us to cross your land, please contact me at the address below or call me at 555-1212.

**[for WS]**

We would like to include your land in the survey, but we will respect your property lines if you do not wish to participate. Please contact me at the address below or call me at 555-1212 if you do not want us to cross your land.

Please feel free to contact me if you have any questions about the project, or would like to know how you can become involved.

Sincerely,

Wilson Stream Association  
ADDRESS...

## SAMPLE

### POLICE NOTIFICATION LETTER

**Useful for either a Stream Corridor Survey or Stream Watershed Survey:**

- **SCS** = language to use for a Stream Corridor Survey;
- **WS** = language to use for a stream Watershed Survey.

*(Modify this letter to fit your own situation.)*

Date

Dear Chief of Police *(or whatever is appropriate)*:

The Wilson Stream Association is working with the county's Soil and Water Conservation District to address water quality issues in the Wilson Stream watershed. Soil and polluted stormwater runoff entering the stream, and lack of vegetation along the stream, are having a negative impact on water quality and stream habitats.

We wanted to notify your department of the following activity in order to reduce confusion or apprehension in the town. The association, district, and volunteers will be conducting a *[(for SCS) Stream Corridor Survey / (for WS) Watershed Survey]* of Wilson Stream. The anticipated dates of this survey are September 14-15, barring significant rain. The rain-dates are September 21-22.

The purpose of the survey is to document threats to water quality *[(for SCS) and potentially high-quality or degraded stream habitats]*. This information will be used to prioritize protection efforts, work with landowners to develop solutions, and ultimately protect and improve water quality and aquatic habitat. We will conduct this field work over the next couple of months and then work with our partners to evaluate the information and prioritize sites. A report should be completed by next spring.

Town residents may see people walking in and around the stream or nearby properties. We have sent out notification letters to landowners in the region. We hope that they have reached everybody and we hope that they will read them. We gave these folks our phone number and an opportunity to have us not cross their land. If you have any questions, feel free to contact me at the address below or call me at 555-1212.

Sincerely,

Wilson Stream Association  
ADDRESS...

**NEQUASSET BROOK SURVEY  
IN PROGRESS  
October 19, 2007**

**THE OWNER OF THIS CAR  
IS INVOLVED WITH THE SURVEY.**

**PARTNER ORGANIZATIONS INVOLVED:**

**Nequasset Lake Stakeholders**

**Androscoggin Valley Soil &  
Water Conservation District**

**Maine DEP**

**Community Volunteers**

